

KENTUCKY DEPARTMENT OF EDUCATION

STAFF NOTE

Review Item:

KDE Employment Report

Applicable Statute or Regulation:

KRS 18A.138, Executive Orders 84-549, 92-1059, 2003-533, 2006-502 and 2008-473

History/Background:

Existing Policy. The Kentucky Board of Education authorized a minimum 10% minority employment goal for the Department of Education in 1994. In addition, effective July 1, 2004 the targeted hiring goal for minority employment in all state government was raised from 7.51% to 10% based on the 2000 census data for Kentucky.

The Department of Education's minority employment goal is consistent with the Kentucky State Government goal and is designed to: 1) provide equal opportunities for recruitment and selection at all levels of the department; 2) mirror the student population of Kentucky's schools; and 3) provide for a multi-talented and diverse workforce that can provide quality leadership and professional services to local school district administrators, teachers, parents, students and citizens.

- The Kentucky Department of Education, as of the close of business, August 31, 2008, employed 611 full-time employees. (526 non-minority employees/86.1% and 85 minority employees/13.9%)
- The department's Frankfort-based full-time work force of employees includes 301 non-minority employees/84.6% and 55 minority employees/15.4%.

During the two-month period from July 1, 2008 – August 31, 2008, there were:

- 29 appointments, 4 of whom were minority employees
- 8 internal promotions, 1 of whom was a minority employee
- 1 Detail to Special Duty to a leadership position
- 3 Transfers within the department
- 42 separations from employment, 7 of whom were minority employees
 - 3 separations from leadership positions
 - 22 separations from professional positions, 5 of whom were minority employees
 - 17 separations from support positions, 2 of whom were minority employees

During the two-month period from July 1, 2008 – August 31, 2008 there were:

- 32 positions for which interviews were scheduled
- 1,639 applicants who expressed an interest in, via self-nomination, those positions
- 166 qualified candidates were selected to interview for those positions by the supervisor/manager in the office/division and contacted by Human Resources
 - 60 applicants were males
 - 106 applicants were females
 - 37 applicants were minorities
 - 12 minority applicants were male
 - 25 minority applicants were female
- 22% of the total applicants contacted were minorities

The following notations are designed to provide clarification for the preceding statistics:

- All KDE positions are advertised on the KDE website and all positions which require a merit register are posted on the Personnel Cabinet website for 10 days.
- KDE's internal policy for merit employee hires requires an interview panel of a minimum of three (3) people, 1 of whom must be a minority and a minimum of three candidates must be interviewed, 1 of whom must be a minority candidate, if available.
- A **contact** is defined as a phone call or e-mail, made by the Kentucky Department of Education – Division of Human Resources, requesting an individual, who has self-nominated, to interview.
- The Kentucky Department of Education does receive certified registers from the Personnel Cabinet that do not contain applicants with a designated minority status.

The Kentucky Department of Education's hiring is currently subject to the restrictions issued by Governor Beshear's executive order 2008-011. This order implements a new process on how personnel actions will be requested by the agencies and approved by the Governor and the Secretary of the Personnel Cabinet.

The following notations are designed to provide clarification, for the report in its entirety:

- Full-Time Employee, for the purpose of this report, is defined as all KRS 18A and all KRS 161 employees.
- For the purpose of this report, **Leadership** is all non-graded, non-merit KBE/KDE employees; **Professional** reflects all positions, grade 15 and above, and **Support** includes all positions grade 14 and below.

- Appointments and separations are not mutually exclusive. As KDE employees are many times the successful candidates for positions, a single move may create a separation and an appointment. For the purpose of this report, a separation includes: resignations, retirements, dismissals, transfers out of KDE, and deaths.

Two charts are attached, one showing overall and minority employment by type and the other providing a historical perspective.

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Date:

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